

CONFIDENTIAL

SAPC - 4300

Copy 3 of 7

7 March 1956

MEMORANDUM FOR: Project Director of Administration

SUBJECT : Processing of Project Personnel Prior to Overseas Assignment

REFERENCE : CPB Out-Going (Foreign) Check Sheet (Attached Hereto)

25X1 1. In an effort to give Project personnel full advantage of established out-going processing procedures, as well as to maintain proper records of such having been accomplished, Project Administration should utilize CPB's facilities wherein possible. It will be impossible for many Project personnel departing from the [ ] for overseas from a point other than Washington to receive CPB out-going processing. However on those individuals leaving for overseas from Washington, or persons on TDY in Washington prior to departure, some of CPB's services can be used.

2. For security as well as operational reasons it is necessary that out-going processing of the following remain under the administration of the Project:

- 25X1 CPB—
- a. Personnel files: slot, overseas agreement, funds.
  - b. Clearances: OCI, RI, Commo.—?
  - c. Interview: (Visa) photographs - 15; passport, visas, orders (military) (Agency); AGO card; Geneva Card; Draft Information; Reserve permission dog tags (on military).
  - d. Medical: Physical examination, immunizations.
  - e. Project will provide a briefing folder on overseas assignments; unclassified.
  - f. Security: Project briefing will be given by Project Security Officer.
- 25X1

3. Travel reservations for the Project are already being handled through [ ] CPB.

4. Travel of dependents is not authorized.


5. It is recommended that the Finance Officer, CPB, be cleared for the Project on a need to know basis, and that, in liaison with the Project Finance Officer, he process Project personnel, covering those topics mentioned on reference under "Finance". CPB could further check with/on individuals to determine whether any equipment has been charged out to them by OTR, PSO, etc.

CONFIDENTIAL

SAPC - 4300  
Page 2.

6. In the cases of those personnel who have not been able to receive the briefing in (4) above, such will have to be given during the processing prior to departure overseas at a location other than Washington in the ZI.

Attachment

  
Assistant Administrative Officer  
PCS/DCI

ADM/c

Orig - Addressee  
2 - Chief, CPB  
3 - RBW  
4 - ADM  
5 - DNO  
6 - Reading  
7 - Chrono

**CONFIDENTIAL**

25X1

Approved For Release 2006/01/12 : CIA-RDP81B00880R000200070025-8

Approved For Release 2006/01/12 : CIA-RDP81B00880R000200070025-8